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(10/05)

## REQUIRED LISTS, SCHEDULES, STATEMENTS AND FEES

### Voluntary Chapter 11 Case

**\*PRIVACY STATEMENT:** All personal identifiers (i.e. all but the last four digits of Social Security Numbers, names and ages of dependant children, etc.) must be redacted from each and every document prior to filing with the court. The court docket is a public record and, therefore, failure to redact or remove personal identifiers could result in this information being publicly accessed. **Tax Return information** is located in the 'Self Help' page on our website [www.rib.uscourts.gov](http://www.rib.uscourts.gov).

- ☐ **Filing fee of \$1,039.00**  
If the fee is to be paid in installments, the debtor must be an individual and must file a signed application for court approval. Official Form 3A and Rule 1006(b), Fed.R.Bankr.P.
- ☐ **Voluntary Petition (Official Form 1).** **Names and addresses of all creditors of the debtor.**  
This is the **required** form to file bankruptcy. It must be complete at the time of filing. Rule 1007(a), Fed.R.Bankr.P.
- ☐ **Matrix.** Must be submitted **WITH** the petition or due within 2 business days thereafter. See Court instructions. On main page of website click on Court Forms, scroll down to General Instructions - to Instructions for Submission of the Creditor Matrix on Disk. Also see LBR 1002-1(d)
- ☐ **List of Creditors holding the 20 largest unsecured claims (Official Form 4).**  
Must be filed **WITH** the petition or within 15 days. Rule 1007(d), Fed.R.Bankr.P.
- ☐ **Corporate Vote and Exhibit "A" to Voluntary Petition (Official Form B1, Exh.A).**  
Must be filed **WITH** the petition or within 15 days. Rule 1007(a), Fed.R.Bankr.P.
- ☐ **Names and addresses of equity security holders of the debtor.** Must be filed the petition or within 15 days, unless the court orders otherwise. Rule 1007(a)(3), Fed.R.Bankr.P.
- ☐ **Schedules of assets and liabilities (Official Form 6).**  
Must be filed with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Schedule of executory contracts and unexpired leases (Schedule G of Official Form 6).**  
Must be filed with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Schedules of current income and expenditures.**  
All debtors must file these schedules. If the debtor is an individual, Schedules I and J of Official Form 6 must be used for this purpose. Must be filed with the petition or within 15 days. 11 U.S.C. § 521(1) and Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Statement of financial affairs (Official Form 7).**  
Must be filed with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Statement disclosing compensation paid or to be paid to the attorney for the debtor.**  
Must be filed within 15 days or any other date set by the court. 11 U.S.C. § 329 and Rule 2016(b), Fed.R.Bankr.P.

If debtor is an **individual**, the following must also be filed:

- ☐ **Statement of Social Security Number (Official Form 21)** if petition is filed in paper form.  
Required if the debtor is an individual. Must be submitted **WITH** the petition or due within 2 business days thereafter. Fed.R.Bankr.P. 1007(f). \*Note: if the petition is filed electronically, the P.3 replaces this document.
- ☐ **Statement of current monthly income (Official Form 22B and completed checkbox re: presumption).** Required if the debtor is an individual. Must be filed with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition.** Required if the debtor is an individual. Must be filed **WITH** the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b),** if applicable. Must be filed with the petition or within 15 days. 11 U.S.C. §§ 342(h); 521(a)(B)(iii); 707(a)(3).
- ☐ **Notice to debtor by "bankruptcy petition preparer,"** for individual only, if applicable.  
Must be filed **WITH** the petition if prepared by a "bankruptcy petition preparer." 11 U.S.C. § 110(b)(2)(B); Official Form 19B.

**Notice:** Under 28 U.S.C. § 1930(a) the debtor, or trustee if one is appointed, is required also to pay a fee to the United States trustee at the conclusion of each calendar quarter until the case is dismissed or converted to another chapter. The amount to be paid is:

\$ 250 if disbursements total less than \$15,000;	\$3750 if disbursements total between \$300,000 and \$1,000,000;
\$ 500 if disbursements total between \$15,000 and \$75,000;	\$5000 if disbursements total between \$1,000,000 and \$2,000,000;
\$ 750 if disbursements total between \$75,000 and \$150,000;	\$7500 if disbursements total between \$2,000,000 and \$3,000,000;
\$1250 if disbursements total between \$150,000 and \$225,000;	\$8000 if disbursements total between \$3,000,000 and \$5,000,000;
\$1500 if disbursements total between \$225,000 and \$300,000;	\$10,000 if disbursements total more than \$5,000,000,